

April 14,2003

Brooke Kastner
Wyoming National Guard
5500 Bishop Blvd
Cheyenne WY 82009

I am writing in response to our phone conversation about the Employee Development Specialist position with the Wyoming National Guard.

I believe that I have the abilities to excel in this position. I have over twenty years of providing quality service directly to the customer. My outstanding organizational abilities and technical expertise lead to high standards and productivity.

I understand the meaning and necessity of teamwork in a company and in partnerships with other organizations. As Engineering supervisor I was responsible for the status and operability of the engineering department, supervising 80 engineers, and coordinating outside service support.

This position looks interesting and challenging, and I am anxious to learn more about it. Please contact me at 636-2243 to arrange a convenient time to further discuss the position. Thank you for your time, and I look forward to hearing from you.

Sincerely,

Steve Smith